

## **Appendix C**

### **Cutting and Pasting Multiple Pieces of Data**

In several **Demo/Dispo Submodule** processes, there is a need to transfer multiple pieces of data from an “available” list to a “proposed” list. Examples include:

- Adding or removing developments from an application
- Adding or removing buildings/units from an application
- Adding or removing buildings/units from a Remove from Inventory transaction

PIC provides the functionality to cut and paste the data from one list to another. This function saves you from having to click the **Arrow** button for every building/unit you want to propose.

Follow these steps to perform a cut and paste of multiple building/units:

Step	Action/Result
1. Click the first entry to move.	The entry is highlighted.
2. Press and hold down the <b>SHIFT</b> key on your keyboard.	
3. Click the last entry to move.	All of the entries (including the first and last) are highlighted.
4. Click the <b>Greater Than (&gt;) Arrow</b> button.	PIC transfers each of the highlighted entries.